CAHNRS COVID-19 - WSU Return to Worksite Plan

CAHNRS COVID-19 Return to Worksite Plan

9.10.20
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CHAPTER 1: CAHNRS COMMITMENT AND GUIDELINES

A. CAHNRS Commitment:
To minimize potential exposure to SARS-CoV2, the virus causing COVID-19, supervisors and employees of the College of Agricultural, Human and Natural Resource Sciences (CAHNRS) will refer to and act in accordance with the following checklist, plan, and resources as employees continue essential work, or return to a WSU worksite.

B. CAHNRS Services/Facilities/Units:

Academic Departments:
- Animal Sciences
- Apparel Merch, Design & Text
- Bio Systems Engineering
- Crop and Soil Sciences
- Dept of Horticulture
- Entomology
- Human Development
  - Ctr for Transform Learng
  - WSU Children’s Center
- Inst of Biological Chem
- Plant Pathology
- School of the Environment
- School of Economic Sciences
- School of Food Science
  - WSU Creamery
  - Food & Environ Quality Lab
- Viticulture and Enology

Administrative Departments:
- Academic Programs
- CAHNRS Alumni & Development
- CAHNRS Finance & Admin
- CAHNRS Business Center
- CAHNRS Communications
- CAHNRS Dean’s Office
- CAHNRS Office of Research
- CAHNRS Operations & IT

Subject Matter Centers:
- AGWeathernet Program
- Center for Environmental Research, Education, and Outreach (CEREO)
- Center for Precision & Auto Agriculture Systems
- Center for Sustaining Ag and Natural Resources (CSANR)
- Clean Plant Network
- Child & Family Research Unit
- Composite Materials and Engineering Center
- Division of Gov Studies & Svcs
- Energy Program
- Food Systems
- IMPACT Center
- Metropolitan Center for Applied Res & Ext
- WA State Pest Mgmt Res Service Center
- WA Stormwater Center
- Water Research Center
- Western Center RME
- William D. Ruckelshaus Center
- Wine Science Center
- Colville Reservation Extension Office

Research & Extension Centers:
- WSU Mt Vernon NWREC
- WSU Prosser IAREC
  - Othello Station
- WSU Puyallup REC
- WSU Wenatchee TFREC

Farms:
- Cook Agronomy Farm
- Eggert Organic Farm
- Knott Dairy
- Lind Dryland Research Station
- Palouse Conserv Field Station
- Plant Growth Facility
- Spillman Agronomy Farm
- Tukey Orchard
- Wilke Research & Ext Farm

Extension:
- County Extension Offices
  - (39)
- Ag/Natural Resources
- Community Econ Development
- Youth and Families
- WSU Extension Publishing
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C. COVID-19 Site Supervisor Types:
   • Instructor, Lab Manager, Principle Investigator, Department Chair, Director, Supervisor, Manager, and other titles with direct reports.
   • Andre-Denis Wright, CAHNRS Dean; andre-denis.wright@wsu.edu

D. Working From/Returning to a CAHNRS Worksite:
   Each CAHNRS worksite location will maintain appropriate actions for the local health district and phase in which their county is operating.

   CAHNRS employees who can telework without hampering essential operations should continue to do so. Employees are not to report for work at a WSU work location unless essential or directed to by their supervisor and have met all pre-return requirements.

   Employees and students shall not be pressured, explicitly nor implicitly, to physically return to work on-site. Questions can be directed to HRS, the Ombudsman, or the Graduate School as appropriate.

   Everyone entering the facility should give due consideration to the concerns of other employees and students at all times, noting that not everyone has the same degree of concern or anxiety about the situation.

   Employees returning to a WSU work location will complete the following:
   1. WSU COVID-19 Safe Return to Work training - WSU
   2. Read this CAHNRS Return to Worksite Plan
   3. Daily, COVID-19 Employee Attestation Information and forms
   4. As needed, COVID-19 Return to Work Concerns Form

E. Guidelines for Returning to a CAHNRS Worksite:
   • Employee Guide for Returning to a WSU Work location (WSU HRS)
   • Higher Education Reopening & Essential Business Guidance (CDC & State of Washington)
   • Note: Anyone entering a WSU building/worksite must complete an attestation (employee, student, volunteer, visitor, vendor, service provider, etc.). Go to https://attestation.wsu.edu/ and complete the appropriate form. Anyone unable to access the online attestations must complete and submit a paper attestation.

CHAPTER 2: DISTANCING AND DISINFECTION PLAN

A. Sick Employees:
   • If you are feeling sick (coughing, fever, trouble breathing, etc.), stay home, and contact your healthcare provider. Make advance arrangements for non-emergency in-person health care
B. Employees who begin experiencing COVID-19 symptoms while at work must:

- Contact your supervisor remotely, by phone or electronic mail.
- Wear a cloth facemask per state/county and WSU guidelines.
- Leave work while maintaining 6 feet of distance between yourself and others.
- Contact your healthcare provider.
  - Note: The supervisor coordinates disinfecting potentially affected common areas and/or isolating affected private offices/areas.

C. Hygiene:

- Wash hands often with soap for a minimum 20 seconds. Use hand sanitizer containing at least 60% alcohol if soap and water are unavailable. Contact your department administrative manager or designated liaison if you require hand sanitizer or a refill from University Stores.
- Avoid touching your face with unwashed or un-sanitized hands.
- Cover a cough or sneeze with a tissue or crook of elbow. Immediately dispose of tissue and wash your hands.

D. Maintain Social/Physical Distancing:

- Maintain 6 feet distance between people, allow only infrequent intermittent passing within 6 feet. Avoid lingering in hallways or other common areas. Take breaks and lunch outside, away from the building/site or in your personal office.
- Coordinate hours with supervisor to minimize unnecessary occupancy, dependent on workplace density.
  - Example: Staggered Schedule

<table>
<thead>
<tr>
<th>Department/Unit Name</th>
<th>Employee Name</th>
<th>M, Tu, W, Th, F: 8:30-5:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>M, Tu, W, Th, F: 8:30-5:30</td>
<td></td>
</tr>
</tbody>
</table>

- Avoid meetings in person, use electronic meeting formats whenever possible. If you must meet in person use a space where 6 feet distance can be maintained or meet outside.
- Avoid meeting or lingering in other’s offices.
- Travel in vehicles will be limited to Single Occupant Vehicles unless an alternative is pre-authorized. Programs are responsible for disinfection of program vehicles and equipment before and after use. Staff will disinfect motorpool vehicles and equipment on a periodic basis, but users should disinfect vehicles before or after use. Disinfecting supplies will be available near key storage, vehicle parking / check out areas, and fuel pumps. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.
- Out of area / state travel (e.g. conferences, etc.) will continue to be discouraged until University guidance allows it. Individuals traveling out of area should plan for the potential need to self-isolate if CDC guidance requires it.
- When traveling, maintain in compliance with all counties’ phases you are traveling to and from.
- Only use elevators if absolutely necessary. If you must use an elevator, maintain 6 feet of distance between yourself and others. Most elevators on allow only 1 or 2 individuals at a time.
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- Maintain spatial awareness. If in an area outside of your normal work space, pay attention to distancing, a.k.a entry points, lines, public bathrooms, etc.
- Due to size of most breakrooms or kitchens, be courteous and stagger access. Allow for one person at the microwave, sink or coffee maker, etc. Take breaks and lunch outside, away from the building/campus or in your personal office.
- Limit shared equipment or shared occupancy to reduce the need for disinfection.

E. Disinfection:

- **WSU provides** Alpha HP for disinfection of common surfaces, hand sanitizer, and a 70% alcohol solution for electronic disinfection (as of July 2020.)
- Common spaces should have hand sanitizer, Alpha HP, and electronic disinfectant (if there are common electronic devices.) Assume one of each per common area.
- Return all empties to the drop off bin in your building. (Drop off locations, see EHS website)
- Classrooms and instructional labs will be maintained by Custodial Services for a once per day disinfecting. This includes departmental and general use classroom spaces if they are normally cleaned by custodial staff. For shops, field, or other teachingspaces not normally cleaned by custodial services, contact University stores to get a larger amount of solution to maintain on your own.
  - Example: Office space with a front desk, common copier and mail room, waiting room, and individual spaces would need 1-hand sanitizer, 1-electronic disinfectant, and 1-Alpha HP. The Alpha HP would need replaced much more frequently than the other two.
- Follow instructions for disinfectant application (EHS website). Note: 5 minute contact time for Alpha HP and 20 seconds contact time for 70% ethanol.
- Disinfect shared equipment surfaces such as conference room tables, door handles, tools, etc. **before and after use.** For non-electronic equipment, use Alpha HP, available in spray bottles procured by your department administrative manager or similar.
- Disinfect shared electronics and equipment such as the copy machine, conference room computer, etc. **before and after use** with a 70% alcohol solution available in spray bottles in breakrooms, conference rooms, mailrooms, etc. following appropriate instructions.
- When you first use the vehicle and when you are done with for the day, disinfect common touch surfaces in the vehicle, such as the steering wheel, gear shift, and door handles with Alpha HP. If multiple people are using the vehicle throughout the day, then it should be disinfected as you enter the vehicle and as you exit the vehicle.

F. Personal Protective Equipment:

- Maintaining 6 feet distance between people protects against mucous membrane exposure to SARS CoV2, the virus causing COVID-19.
- **WSU employees must wear cloth facial coverings** when not working alone: in their office, in the field, or driving in a vehicle. Cloth facial coverings reduce the spread of potentially infectious respiratory droplets while breathing and talking. Cloth facial coverings are not respirators, they do not replace social distancing (6 feet), avoiding face touching and frequent hand washing. See also the [EH&S PPE webpage](#).
- When using disinfectants, use the PPE identified on the product Safety Data Sheet, for example:
Product | Personal Protective Equipment (PPE)
--- | ---
Alpha HP (diluted/ready to use product) | No PPE required
70% alcohol (30% water) | Avoid eye contact, safety glasses
1 to 10 dilution household bleach ~0.5% sodium hypochlorite | Safety glasses, nitrile or rubber gloves

**Note:** Bleach may damage some surfaces, the provided Alpha HP common touch surface disinfectant is recommended.

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### CHAPTER 3: SIGNAGE

#### A. WSU Approved Signage:

- Signage **posted at entrances** addressing face coverings when inside the business, and any other required notices, such as instructions on how to schedule an appointment. Contact CAHNRS Operations, dixie.kearney@wsu.edu, if you need digital files of the posters.

**Face Coverings are Required** – WSU HR poster

**EXAMPLE:** Department service instructions to customers
CAHNRS COVID-19 - WSU Return to Worksite Plan

- Signage **posted throughout your worksite** containing messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.

Contact CAHNRS Operations, dixie.kearney@wsu.edu, if you need digital files of the posters.

Summary Message – WSU HR poster

Stay at Home – WSU HR poster

Social Distance – WSU HR poster

- Signage for restrooms, elevators, and common areas will be posted by Facilities Services.
- Signage in other languages is available at:
  [https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020/HealthEducation](https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020/HealthEducation)
CHAPTER 4: ADDITIONAL INSTRUCTIONS PER WORKSITE TYPE

A. Office Worksites
(Reception Areas, Conference Rooms, Public Spaces, Individual Offices, Etc.)
• Departments/units with office worksites that are regularly visited by the public, students, and/or internal customers should post their department service instructions on their doors, and communicate their availability to user groups and consider adding this information to their email signatures and web pages, if appropriate.

B. Farm/Field/Shop Worksites
• New or returning employees to farm, field and shop worksites should be briefed on worksite specific locations for soap, water, hand sanitizer, masks, and disinfectant so that employee, student and visitor COVID-19 exposure continues to be mitigated. Workstations, equipment, tools and vehicles are to be disinfected prior to and after use by an individual.

C. Extension Worksites
• Extension Return to Worksite Guide WSU Extension employees fall under the general CAHNRS College-wide plan and submit additional plans to the Extension Administration to address the uniqueness of each county office.

Draft Comprehensive Extension Reopening Plan Guidance

This guidance is intended to serve as both a checklist and a template for completing Extension office reopening plans for operations in Phases 3 and 4 of Washington’s “Safe Start” program as issued and amended by Governor Inslee.

Use the current WSU Checklist and refer to the links and documents referenced below to inform development of your office or program plan. For County or Tribal offices, attach 4-H, Master Gardener and other program-level reopening plans as appropriate to your office plan for submission.

Be sure that, in addition to the sources and guidance referenced above, you also take into account plans, requirements and guidance issued by cognizant local authority (e.g. County Commission, County Public Health, Tribal Office). As a general principle, WSU Extension off-campus offices should follow the most restrictive guidelines applicable if there is inconsistency between guidance from different cognizant authorities, so long as doing so is consistent with general WSU guidance. Submit draft plans to Extension Administration for review and processing. At a minimum, Extension office plans must address the following areas:

☐ Work from home for operations able to be performed remotely
☐ Maintain minimum physical distancing whenever possible of 6 feet between all personnel, including with visitors; where physical distancing cannot be maintained, implement administrative or engineering controls to minimize exposure
☐ Follow WA State phased reopening guidelines for gathering sizes
☐ Ensure frequent and adequate hand washing policies and include adequate maintenance of supplies; use disposable gloves where safe/applicable to prevent transmission on shared items
☐ Routine sanitization of high-touch surfaces and shared resources (e.g., doorknobs, elevators, vending machines, points of sales)
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☐ Personnel must attest daily before coming to a WSU work location that they have experienced no CV-19 symptoms since last visit to a facility at [attestation.wsu.edu](http://attestation.wsu.edu)

☐ Ask personnel to stay home and seek medical guidance if they are experiencing any known symptoms; remain isolated until diagnosis and next steps are clear

☐ Ask personnel to self-quarantine per local public health guidelines if confirmed to have COVID-19 or exposed to confirmed case

☐ Develop response protocols for personnel and visitors reporting symptoms and/or are confirmed to have COVID-19

☐ Avoid non-essential travel and propose self-quarantine per local public health and worker safety guidelines after any high-risk travel as defined by the CDC (e.g., international travel); follow WA State reopening guidelines for travel

☐ Appoint an available contact for personnel to report concerns and/or potential violations of the Plan

☐ Post a copy of any Plan available to all personnel including any future modifications

☐ Adhere to state and federal law for health and safety during COVID-19 including WA State’s "Safe Start" guidelines and [WA Labor & Industries guidelines](https://wslh.wa.gov/)

☐ Provide personnel with PPE such as gloves, goggles, face shields, and masks as appropriate or required for personnel not working alone (e.g. any public-facing job and/or those whose responsibility includes operating within physical distancing limits of 6 feet; if PPE cannot be provided as appropriate shut down activity

☐ Note: Follow [WA Labor and Industries guidelines for masks](https://wslh.wa.gov/)

☐ Identify available alternative arrangements for personnel upon requests or refusals to work due to concerns related to safety. Priority should be given for personnel who are considered high-risk/vulnerable as defined by public health officials; Follow WA State guidelines for COVID-19 scenarios & benefits

☐ Educate students/personnel on symptom detection, sources of high risk to COVID-19, prevention measures, and leave benefits/policies (e.g., UI for personnel that need to self-quarantine); follow any education requirements for employers per WA COVID-19 safety plan

☐ Limit or prohibit visitors Visible entry point signage for personnel and visitors on shared responsibilities (including proper hygiene & sanitization, physical distancing/PPE guidance and information for reporting concerns, staying home if feeling sick). Visitors, volunteers, vendors, service providers, etc., must attest at [attestation.wsu.edu](http://attestation.wsu.edu)

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**Checklist WSU Extension Return to Worksite Plan**

*To Be Completed:*

Department Name: Washington State University Extension Unit Date: 7/2/2020

Departmental COVID-19 Supervisor(s) and Email: [Click here to enter text](#)

Service/Facility/Unit to Reopen: Extension County, Tribal, and off-campus locations

Proposed Reopening Date: TBD depending on county phases (No sooner than Phase 3)

1. Guidelines for Reopening: Please identify which guidelines apply and provide link in text box

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Additional description (if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ US Centers for Disease Control and Prevention (CDC), State of Washington have developed higher education reopening and essential business guidance for your area or department.</td>
<td><a href="#">Click or tap here to enter text.</a></td>
</tr>
</tbody>
</table>
**CAHNRS COVID-19 - WSU Return to Worksite Plan**

- Following [Labor and Industries](#) general and specific work guidelines and [WSU guides and plans](#), Please provide current Washington’s Phase for that Facility, Service, and Location.

- National Governing Body has developed guidelines more strict than WSU or State of Washington and department or area is following these guidelines. (provide link)

- Other WSU campuses, departments, or areas have similar unique services where coordination is necessary. (if yes, describe)

- Unique service requires plan that deviates from the State of Washington guidelines and/or WSU guides or plans. (If yes, describe)

- Unique service requires plan that deviates from the State of Washington guidelines and/or WSU guides or plans. (If yes, describe)

### 2. Preopening Requirements: all items must be checked, provide explanation if needed

<table>
<thead>
<tr>
<th>Pre-opening requirements</th>
<th>Additional description (if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department has developed a Distancing and Disinfection Plan based on <a href="#">WSU, State of Washington Labor and Industries, State of Washington guidelines</a>, and as necessary National Governing Bodies, other campuses, or unique services.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><a href="#">WSU approved signage</a> posted at entrances addressing face coverings when inside the business, and any other required notices, such as instructions on how to schedule an appointment e.g. Professional Services industry requirements.</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>WSU approved signage (available from University Communications) prominently posted throughout the worksite, including restrooms and elevators, with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

### 3. Employee Health and Safety: all items must be checked, provide explanation if needed
# CAHNRS COVID-19 - WSU Return to Worksite Plan

## Employee Health and Safety

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Ensure all work that can be done remotely is still performed remotely</td>
</tr>
<tr>
<td>□</td>
<td>Review Environmental Health &amp; Safety, Center for Disease Control (CDC), WA Department of Health (DOH) and L&amp;I industry specific guidance for additional regulations that may apply based on the work performed.</td>
</tr>
<tr>
<td>□</td>
<td>Confirm local health district official guidelines are met. Check current phase your county is in.</td>
</tr>
<tr>
<td>□</td>
<td>Ensure social distancing standards are applied to offices, laboratories, shared spaces, public areas, etc. Consider use of barriers to block sneezes and coughs, and ventilation improvements when social distancing isn’t feasible. L&amp;I Guidance.</td>
</tr>
<tr>
<td>□</td>
<td>Determine the maximum number of people who can be in the work location at one time and devise a schedule to ensure that this number is not exceeded. Devise a plan to provide employees adequate notice before asking them to report to a WSU work location.</td>
</tr>
</tbody>
</table>
| □    | Determine PPE required and if all items are available (and use is permitted) – Consult with EH&S, ICS, Risk Management. **Beginning June 26, a statewide order requires all individuals in an indoor public space, or outside public space when unable to physically distance from others, will be legally required to wear a face covering. For more on the statewide face covering mandate, visit the [Washington State Coronavirus Response (COVID-19) website](https://coronavirus.wa.gov).**  

Face coverings must be worn by every employee not working alone on the job site unless their exposure dictates a higher level of protection under L&I safety and health rules and guidance. |
| □    | Identify disinfection protocols needed for your work locations (disinfectant used, frequency, etc.) and confirm if these supplies are present or need to be acquired (may vary between equipment, tasks, spaces, and projects). Ensure adequate supplies for scheduled cleaning, and for deep cleaning and sanitizing after a suspected COVID-19 case. |

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**Additional description (if necessary):**

Click or tap here to enter text.
<table>
<thead>
<tr>
<th></th>
<th>Plan for required sanitization between different users accessing the same space/physical-resources.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Devise system to indicate when an area is clean or needs sanitizing or adopt a ‘clean before you start AND after you finish’ policy. Visual markers on floors or signage to maintain social distancing. <a href="#">Sample signage.</a></td>
</tr>
<tr>
<td></td>
<td>Devise system for shared vehicles and other spaces (physical distancing, disinfection)</td>
</tr>
<tr>
<td></td>
<td>Perform and document a work area inspection by your Admin Manager or delegate to ensure all equipment is functioning properly (e.g., windows, HVAC, hand wash stations, door stoppers for propping doors, etc.)</td>
</tr>
<tr>
<td></td>
<td>If applicable, provide portable hand washing facilities with clean and hot or tepid water, soap, and paper towels</td>
</tr>
<tr>
<td></td>
<td>Develop staffing teams, rotations, and schedules (e.g., shift work, alternating days/hours)</td>
</tr>
<tr>
<td></td>
<td>Staggering personnel arrival and departure schedules to enhance distancing and avoid bottle necks at entrances and break rooms.</td>
</tr>
<tr>
<td></td>
<td><a href="#">Environmental Health &amp; Safety Distancing and Disinfection Plan</a></td>
</tr>
<tr>
<td></td>
<td>Prioritize projects (ongoing) and determine if each can be performed with limited staff and/or rotating teams.</td>
</tr>
<tr>
<td></td>
<td>Emphasize there is no pressure or penalty for employees unable to be physically present due to quarantine, high-risk/vulnerable populations, or isolation needs (e.g., childcare concerns), or any other personal needs/concerns.</td>
</tr>
<tr>
<td></td>
<td>Ensure all employees have taken applicable safety trainings:</td>
</tr>
<tr>
<td></td>
<td>• Employees are required to understand the risks associated with transmission of COVID-19 and workplace disinfection upon resuming work at a WSU Location.</td>
</tr>
<tr>
<td></td>
<td>• Supervisors must ensure each employee has completed the <a href="#">WSU COVID-19 Safe Return to Work training</a>, prior to employees reporting to a WSU work location.</td>
</tr>
</tbody>
</table>
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- Supervisor must ensure each employee required to be at the work location, has completed the daily COVID-19 self-attestation form prior to reporting to a WSU work location. Self-attestation form is accessed within myWSU. Visit Employee COVID-19 Attestation webpage for details.

- Establish Procedures for Sick Employees
  - Require sick workers to stay home or remain isolated
  - Identify and send home or isolate workers who develop signs of COVID-19 illness
  - Cordon off areas temporarily until they are deep cleaned and sanitized in accordance with Environmental Health & Safety Distancing and Disinfection Plan

- In accordance with most current guidance as new orders/proclamations are issued including the Campus Reopening Guide prepared by the Higher Education Re-Opening Work Group.

Consultations (as necessary; please use N/A if not applicable)

- Safety (e.g., safety officer, EH&S, public safety, risk management)
- Information Technology (IT)
- Purchasing
- Package delivery and receipt (mail)
- Facilities (including animal or plant care facilities and custodial services)
- Human Resource Services
- Consider coordination with other WSU campuses, departments, or areas with similar unique services.
- Other (area specific)

4. Customer Health and Safety: if your unit interacts with customers, all items must be checked, provide explanation if needed
Customer Health and Safety

- Ensure frequent and adequate handwashing facilities for customers. If unavailable, provide hand sanitizer.  
  [Click or tap here to enter text.]
- Ensure Distancing and Disinfection Plan has increased frequency of disinfection in common areas and common touch surfaces. *If customers are expected to assist*, ensure disinfectants are properly labeled and PPE is not required for use. Develop a plan to ensure availability of disinfectants.  
  [Click or tap here to enter text.]
- Plan is in place to maintain physical distancing between customers (e.g. floor demarcation, signage)  
  [Click or tap here to enter text.]
- Communication plan in place to ensure effective communication with internal and external customers (e.g. signage, website, social media).  
  [Click or tap here to enter text.]
- Plan is in place for customers who do not comply with COVID-19 health and safety measures.  
  [Click or tap here to enter text.]
- Process has been established and will be communicated to provide ways for customers to express any concerns and ideas to improve safety.  
  [Click or tap here to enter text.]

5. Additional Risk Mitigation Measures: please describe any additional risk mitigation measures your unit has planned.  

[Click or tap here to enter text.]


- Established plan for regular re-evaluation.  
  [Click or tap here to enter text.]

*My signature on this document confirms this plan satisfies the elements of this checklist and has undergone the required reviews and approvals:*

Delegate:  
Signature:  
Date:
CAHNRS COVID-19 - WSU Return to Worksite Plan

<table>
<thead>
<tr>
<th>Respective vice president, chancellor or dean,</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan sponsor (primary person responsible for plan and daily oversight)</td>
<td></td>
</tr>
<tr>
<td>Review by PHEPTF Date:</td>
<td>Review by RMAG, if applicable Date:</td>
</tr>
</tbody>
</table>

Cc: Department File
Local Area Safety Officer

In completing the checklist, reference should be made – at a minimum – to the following sources:

- WSU “From Planning to Approval: A guide to the return-to-work process.” (2 July)
- Governor Inslee’s Proclamation 20-12.1 “Higher Education” (24 June)
- CDC COVID-19 Considerations for Animal Activities at Fairs, Shows, and Other Events (24 June)
- Higher Education Re-Opening Workgroup “Campus Reopening Guide” (22 June)
- WA Dept. of Labor “Coronavirus (COVID-19) Prevention: General Workplace Requirements – SUMMARY”
- WA Human Resource Services “Guidelines for Return to Work Planning” (1 June)
- WA Dept of Health “Cloth Face Coverings” Guidance (23 June)
- Governor Inslee’s announced “Pause” on Phase 4 transitions (27 June)
- WSU HRS Employee Attestation Policy (29 June)
- WSU HRS WSU Employee Work Location Checklist (24 June) [https://hrs.wsu.edu/covid-19/ee-rtw-guide/](https://hrs.wsu.edu/covid-19/ee-rtw-guide/)
- WSU Risk Management Advisory Group Return to Work Plan Submission Guidance (8 June)
  [https://riskmanagement.wsu.edu/](https://riskmanagement.wsu.edu/)
- WSU Guide to the Return to Work Process (2 July)
  [https://news.wsu.edu/2020/07/02/planning-approval-guide-return-work-process/](https://news.wsu.edu/2020/07/02/planning-approval-guide-return-work-process/)
- WSU Review and Approval Process Checklist (30 June)
- WSU Approved Research Reopening Plan
- CDC Equivalent Training for Non-WSU Office Personnel and Select Volunteers (Cleaning and Disinfecting Guidance and Prevent Getting Sick)
CAHNRS COVID-19 - WSU Return to Worksite Plan

D. Research Worksites

- Individual plans for research labs go through the [WSU Office of Research Return to Research Plan process](https://research.wsu.edu/covid-19/).

E. Classroom Worksites (University Return to Teaching)

- In Development – (EHS and Office of the Provost)

F. Research and Extension Centers (REC)

- Centers follow the CAHNRS College-wide plan and have included additional instructions:
  - [Mount Vernon - NWREC Plan](https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/)
  - [Prosser – IAREC Plan](https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/)
  - [Puyallup – PREC Plan](https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/)
  - [Wenatchee – TFREC Plan](https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/)
  - [REC Contractors and Third-Party Personnel Plan](https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/)

Mount Vernon NWREC Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan

*Updated 8-24-20*

This plan provides specific guidance regarding planning, considerations, and expectations regarding COVID-19 Exposure Control, Mitigation, and Recovery Plans for the Mount Vernon REC, including guidance regarding staged re-population of the REC for employees, student, cooperator / collaborator, service personnel, volunteer groups, and eventually the general public. All state, local health department, and University requirements and guidance supersede this plan. WSU’s comprehensive COVID-19 website is found at [https://wsu.edu/covid-19/](https://wsu.edu/covid-19/). This plan provides additional, local considerations focused on ensuring employee safety and health, as well as documenting our localized exposure control, mitigation and recovery plans and will be updated as required by state, local health department, and / or University guidance changes. Additional requirements or guidance and documented plans will be required for specific program or unit operations within the REC (e.g. Return to On-Site Research Guidance document from the WSU VPR’s office - [https://research.wsu.edu/covid-19/](https://research.wsu.edu/covid-19/)).

Status of Campus / Facility closure

- REC operations remain open as appropriately determined by state, local, and University guidance, but the campus / facilities will remain closed (and locked) to the public until after all WSU employees and students are successfully reintegrated into the facilities.
- Student access (graduate and undergraduate) will follow University / College directives / guidance as well as specific local REC re-opening considerations.
- The Discovery Gardens will remain closed to the public until the campus is “re-opened”. Master Gardener Volunteers must abide by directives and guidance from the WSU MG Program and WSU Extension leadership as well as accommodate prioritization of REC employee and student needs. Statewide Master Gardener Coordinator, Jennifer Marquis, is providing weekly directives and guidance to the Master Gardeners. Any questions from the public regarding opening of the Gardens shall be directed to Jennifer.
- There is Drive-by WiFi access in the main paved parking lot. [https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/](https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/)
- Non-employees may be admitted to the facility to perform approved services and activities provided they follow all appropriate state, local, and University COVID-19 policies and procedures and access is coordinated through the REC Director and Facility Manager. Guidance on this will be provided by
CAHNRS COVID-19 - WSU Return to Worksite Plan
EH&S and is included below.

Mandatory Employee Training:

- COVID-19 Education will continue to be required for personnel returning to work in the early phases as restrictions the State lifts restrictions. The trainings below, available through Human Resource Services Learning and Organizational Development website [https://hrs.wsu.edu/training/](https://hrs.wsu.edu/training/) help to satisfy that requirement. Employees must log into their training account. If you have an employee required to take this training who does not have off site internet access or WSU email, please contact HRS Learning and Organizational Development ([hrs.training@wsu.edu](mailto:hrs.training@wsu.edu)).

Sick or symptomatic employees:

- COVID-19 symptoms are being updated regularly by the CDC ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)). Anyone who is symptomatic or who has been in direct contact with an individual who has tested positive for COVID-19 **must stay home and is not allowed to enter the REC facilities**. Employees should contact their medical provider for additional guidance. See the CDC guidelines for what to do if you are symptomatic: ([https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)).

Daily employee attestation:

- **Note:** Anyone entering a WSU building/worksite must complete an attestation (employee, student, volunteer, visitor, vendor, service provider, etc.). Go to [https://attestation.wsu.edu/](https://attestation.wsu.edu/) and complete the appropriate form. Anyone unable to access the online attestations must complete and submit a paper attestation.

Employees working / returning to work in facilities / campus

- **Employees and students shall not be pressured, explicitly nor implicitly, to physically return to work to conduct research on-site. All personnel on site must have consented to do so. Questions can be directed to HRS, the Ombudsman, or the Graduate School as appropriate.**
- We need to continue to limit the number of employees working on site to those who most need to be in the facility for essential research activities and slowly increase overall employee capacity within the constraints of social distancing and our disinfection capabilities and supplies. This applies also to co-operators / collaborators or technicians coming to work on site.
- Thus, employee are expected to continue teleworking options as possible until indicated by WSU HRS. This includes full consideration for families with K-12 students, young children, or other family members under direct care until schools and other services are in operation and readily available as well as to accommodate on-site office / desk space management needs. At the point we are granted authorization to bring all employees back to the facility, the RECs will need to stage returns.
CAHNRS COVID-19 - WSU Return to Worksite Plan

- Employees working / returning to work on site will follow all CDC guidance as recommended:
  - Research Programs must have an approved Return to On-Site Research Guidance document from the WSU VPR’s office - https://research.wsu.edu/covid-19/ posted on laboratory or main research program area doors.
  - PI’s are responsible for implementation of COVID-19 management plans for their employees and students.
  - PI’s / supervisors should notify the Director and Facility Manager at least one week prior to the expected date of return for employees, identifying anticipated spaces to be occupied and / or visited while on site so we can identify potential conflicts, create temporary desk assignments, and modify cleaning and disinfection plans.
  - Programs should strategize options for staggered return of employees giving recognition that other programs are also bring employees back that could create additional conflicts in shared spaces.
  - Social Distancing of a minimum of 6 feet between people at all times is still required – including continuing to use technology-aided communication tools to communicate with others on site as appropriate. Any work space that cannot accommodate 6 foot social distancing needs to be addressed through reassigned work spaces or staggered work schedules.
  - Cloth facial coverings (not PPE) are *required* to be worn by all employees, students, and visitors (e.g. collaborators, third party technicians) on campus unless a person is working alone in a closed space or in the field where an employee or student is working alone. More detail is available on the WSU EH&S website: https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/. The REC is providing up to three cloth facial coverings to employees for use. Cleaning and disinfecting of these facial coverings in the employee’s responsibility.
  - Disinfection of personal work areas is the responsibility of employees. Programs should coordinate with the Facilities Manager regarding sourcing supplies of cleaning and disinfecting materials. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S. Individuals are highly discouraged from working in someone else’s assigned work station or using equipment assigned to individuals.

- Graduate students on an assistantship have dual roles as student trainees and employees, and as such are both subject to the same employee guidance (the same as faculty and staff) but also are subject to additional education-focused guidance from the Graduate School regarding access to facilities to maintain satisfactory progress relative to their *student / trainee* role (e.g. coursework, research credits, etc.). For purposes of this facility management plan, graduate students will be treated as employees except where specific guidance from the Graduate School takes precedence over existing guidance for employees. Additional guidance is provided by the Graduate School in a June 15, 2020 memo from Lisa Gloss (https://gradschool.wsu.edu/documents/2020/06/gradstudent-c_19-research-return-15june2020.pdf/).

- The majority of the admin/finance team will remain off site until all other employees and students have successfully returned to working in the facility to limit potential impacts on critical functions (payroll, grants processing, etc.).

**Shared spaces**

- We will be using conference and meeting rooms as necessary to implement social distancing
CAHNRS COVID-19 - WSU Return to Worksite Plan

requirements for work-stations.

- Shared laboratory or work-spaces may be scheduled using existing room calendaring system.
- Shared office work-station spacing must be addressed in either space or time – or alternate work
  locations will be provided for staff who must be on site to conduct their work. Telecommuting will
  be highly encouraged for continuation until the “all clear” has been provide. PI’s should please
  provide one week’s notice of intent for employees to return to facilitate coordination of
  options.Restrooms will be single occupant use at one time. Disinfection of these areas will be done
  two times per day by facilities staff. Disinfecting supplies will be available in common areas for
  individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU
  EH&S.
- Individuals need to be conscientious regarding impromptu “face to face” conversations in hallways
  and stairwells that do not abide by social distancing guidelines or impede the flow of traffic.
- Conference / classrooms / meeting rooms will continue to be closed unless utilized for re-locating
  individual workstations. This will be revisited as decisions regarding fall classes are finalized.
- Break Rooms will be open – but employees must follow social distancing guidance. Disinfection of
  these areas will be done two times per day by facilities staff. Disinfecting supplies will be available in
  common areas for individual use. Appropriate cleaning and disinfecting supplies must follow
  guidance from WSU EH&S.
- Copier room / copy machines will be disinfected two times per day by facilities staff. Disinfecting
  supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting
  supplies must follow guidance from WSU EH&S.
- Mail, parcels, and samples will continue to be handled according to the current shipping and
  receiving protocol and employees should not interact with delivery drivers or handle packages
  without instruction from appropriate administrative or facilities staff.

Travel

- Travel in vehicles will be limited to Single Occupant Vehicles unless an alternative is pre-authorized.
  Programs are responsible for disinfection of program vehicles and equipment before and after use.
  REC facilities staff will disinfect motorpool vehicles and equipment on a periodic basis, but users
  should disinfect vehicles before or after use. Disinfecting supplies will be available near key storage,
  vehicle parking / check out areas, and fuel pumps. Appropriate cleaning and disinfecting supplies
  must follow guidance from WSU EH&S.
- Out of area / state travel (e.g. conferences, etc.) will continue to be discouraged until University
  guidance allows it. Individuals traveling out of area should plan for the potential need to self-isolate
  if CDC guidance requires it.

Non-employee access to campus / facilities to perform essential functions and activities

Contractors or other third parties working on WSU property shall adhere to State, County and local
COVID-19 requirements to include, but not limited to the following:

- Contractors shall establish a daily screening or attestation program ensuring personnel working on
  WSU property have not:
  - In the last 3 days experienced COVID-19 symptoms, not attributable to another health
    condition, and 10 days have passed since symptoms first appeared; and
  - In the last 14 days had close contact with someone suspected or confirmed having COVID-
    19.
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- Contractor personnel shall wear cloth facial coverings unless alone in a vehicle, room or jobsite, providing work tasks do not require respiratory protection.
- Contractor personnel shall maintain 6 feet distance from WSU students, staff and visitors except for infrequent and intermittent passing.
- Contractor personnel shall adhere to COVID-19 signage and demarcation to the extent work tasks permit.

Disinfection

- WSU Mount Vernon provides Alpha HP for disinfection of common surfaces and a 70% alcohol solution for electronic disinfection. Alpha HP is available from GA Facilities and spray bottles should be readily available for use. Follow instructions [here](https://ehs.wsu.edu/public-health/disinfectant/) for disinfectant application. Note: 5 minute contact time for Alpha HP and 20 seconds contact time for 70% ethanol.
- Disinfect shared equipment surfaces such as conference room tables, door handles, tools, etc. before and after use. For non-electronic equipment, use Alpha HP, available in spray bottles.
- Disinfectant shared electronics such as the copy machine, conference room computer, etc. before and after use with a 70% alcohol solution available in spray bottles.
- When you first use the vehicle and when you are done with for the day, disinfect common touch surfaces in the vehicle, such as the steering wheel, gear shift, and door handles with Alpha HP. If multiple people are using the vehicle throughout the day, then it should be disinfected as you enter the vehicle and as you exit the vehicle.

Personal Protective Equipment

- Maintaining 6 feet distance between people protects against mucous membrane exposure to SARS CoV2, the virus causing COVID-19.
- The workplace hazard assessment identifies task specific PPE, hazard assessments are stored [here](https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/)
- When using disinfectants, use the PPE identified on the product Safety Data Sheet, for example:

<table>
<thead>
<tr>
<th>Product</th>
<th>Personal Protective Equipment (PPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALPHA HP 1-64 dilution)</td>
<td>No PPE required</td>
</tr>
<tr>
<td>70% alcohol (30% water)</td>
<td>Avoid eye contact, safety glasses</td>
</tr>
<tr>
<td>1 to 10 dilution household bleach ~0.5% sodium hypochlorite</td>
<td>Safety glasses, nitrile or rubber gloves</td>
</tr>
</tbody>
</table>

Note: Bleach may damage some surfaces, the provided Alpha HP common touch surface disinfectant is recommended.

- Respirators are not recommended, maintaining 6 feet between people supports respiratory protection. Cloth face coverings are not PPE and do not replace social distancing. They primarily protect others from sick or asymptomatic infected individuals.

Return to Work Reminder

Everyone entering the facility should give due consideration to the concerns of other employees and students at all times, noting that not everyone has the same degree of concern or anxiety about the situation.
This plan provides specific guidance regarding planning, considerations, and expectations regarding COVID-19 Exposure Control, Mitigation, and Recovery Plans for the Prosser REC and Othello Farms, including guidance regarding staged re-population of the REC for employees, student, cooperator / collaborator, service personnel, volunteer groups, and eventually the general public. All state, local health department, and University requirements and guidance supersede this plan. WSU’s comprehensive COVID-19 website is found at https://wsu.edu/covid-19/. This plan provides additional, local considerations focused on ensuring employee safety and health, as well as documenting our localized exposure control, mitigation and recovery plans and will be updated as required by state, local health department, and / or University guidance changes. Additional requirements or guidance and documented plans will be required for specific program or unit operations within the REC (e.g. Return to On-Site Research Guidance document from the WSU VPR’s office - https://research.wsu.edu/covid-19/).

Status of Campus / Facility closure

- REC operations remain open as appropriately determined by state, local, and University guidance, but the campus / facilities will remain closed (and locked) to the public until after all WSU employees and students are successfully reintegrated into the facilities.
- Student access (graduate and undergraduate) will follow University / College directives / guidance as well as specific local REC re-opening considerations.
- There is Drive-by WiFi access West Building parking area (clearly signed). https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/
- Non-employees may be admitted to the facility to perform approved services and activities provided they follow all appropriate state, local, and University COVID-19 policies and procedures and access is coordinated through the REC Director and Facility Manager. Guidance on this will be provided by EH&S and is included below.

Mandatory Employee Training:

- COVID-19 Education will continue to be required for personnel returning to work in the early phases as restrictions the State lifts restrictions. The trainings below, available through Human Resource Services Learning and Organizational Development website https://hrs.wsu.edu/training/ help to satisfy that requirement. Employees must log into their training account. If an employee required to take this training does not have off site internet access or access to the training portal, they must contact HRS Learning and Organizational Development (hrs.training@wsu.edu).

Sick or symptomatic employees:

- COVID-19 symptoms are being updated regularly by the CDC (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). Anyone who is symptomatic or who has been in direct contact with an individual who has tested positive for COVID-19 must stay home and is not allowed to enter the REC facilities. Employees should contact their medical provider for additional guidance. See the CDC guidelines for what to do if you are symptomatic: (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).
CAHNRS COVID-19 - WSU Return to Worksite Plan

Daily employee attestation:


- **Note:** Anyone entering a WSU building/worksíte must complete an attestation (employee, student, volunteer, visitor, vendor, service provider, etc.). Go to [https://attestation.wsu.edu/](https://attestation.wsu.edu/) and complete the appropriate form. Anyone unable to access the online attestations must complete and submit a paper attestation.

  - Attestations must be completed by employees of Washington State University PRIOR to entering a WSU facility.
  - USDA, WSDA or other 3rd party personnel will be expected to adhere to the attestation requirements put in place by their agencies, organizations or companies.

Employees working / returning to work in facilities / campus

- **Employees and students shall not be pressured, explicitly nor implicitly, to physically return to work to conduct research on-site. All personnel on site must have consented to do so. Questions can be directed to HRS, the Ombudsman, or the Graduate School as appropriate.**

- Employees working on site will be limited to those who most need to be in the facility for essential research and administrative activities and slowly increase overall employee capacity within the constraints of social distancing and our disinfection capabilities and supplies. This applies also to co-operators / collaborators or technicians coming to work on site.

- Thus, employees are expected to continue teleworking options as possible until indicated by WSU HRS. This includes full consideration for families with K-12 students, young children, or other family members under direct care until schools and other services are in operation and readily available as well as to accommodate on-site office / desk space management needs. At the point authorization is granted to bring all employees back to the facility, the RECs will stage returns.

- **Employees working / returning to work on site will follow all CDC guidance as recommended:**
  
  - Research Programs must have an approved Return to On-Site Research Guidance document from the WSU VPR’s office - [https://research.wsu.edu/covid-19/](https://research.wsu.edu/covid-19/) posted on laboratory or main research program area doors.

  - PI’s are responsible for implementation of COVID-19 management plans for their employees and students.

  - PI’s / supervisors should notify the Director and Facility Manager at least one week prior to the expected date of return for employees, identifying anticipated spaces to be occupied and / or visited while on site so we can identify potential conflicts, create temporary desk assignments, and modify cleaning and disinfection plans.

  - Programs should strategize options for staggered return of employees giving recognition that other programs are also bring employees back that could create additional conflicts in
CAHNRS COVID-19 - WSU Return to Worksite Plan

shared spaces.

- Social Distancing of a minimum of 6 feet between people at all times is still required – including continuing to use technology-aided communication tools to communicate with others on site as appropriate. Any workspace that cannot accommodate 6-foot social distancing needs to be addressed through reassigned work spaces or staggered work schedules.

- Cloth facial coverings (not PPE) are required to be worn by all employees, students, and visitors (e.g. collaborators, third party technicians) on campus. This applies to indoor public spaces or outside public space when in the presence of others. More detail is available on the WSU EH&S website, [https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/](https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/) and on the Washington State Coronavirus Response (COVID-19) website, [https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering](https://coronavirus.wa.gov/information-for/you-and-your-family/face-masks-or-cloth-face-covering). The REC is providing up to three cloth facial coverings to employees for use. Cleaning and disinfecting of these facial coverings in the employee’s responsibility.

- Disinfection of personal work areas is the responsibility of employees. Programs should coordinate with the Facilities Manager regarding sourcing supplies of cleaning and disinfecting materials. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S. Individuals are highly discouraged from working in someone else’s assigned workstation or using equipment assigned to individuals.

- Graduate students on an assistantship have dual roles as student trainees and employees, and as such are both subject to the same employee guidance (the same as faculty and staff) but also are subject to additional education-focused guidance from the Graduate School regarding access to facilities to maintain satisfactory progress relative to their student/trainee role (e.g. coursework, research credits, etc.). For the purposes of this facility management plan, graduate students will be treated as employees except where specific guidance from the Graduate School takes precedence over existing guidance for employees. Additional guidance is provided by the Graduate School in a June 15, 2020 memo from Lisa Gloss [https://gradschool.wsu.edu/documents/2020/06/gradstudent-c_19-research-return-15june2020.pdf/](https://gradschool.wsu.edu/documents/2020/06/gradstudent-c_19-research-return-15june2020.pdf/).

- The admin/finance team will remain primarily off site until all other employees and students have successfully returned to working in the facility to limit potential impacts on critical functions (payroll, grants processing, etc.). Staggered staffing may occur for administrative tasks requiring on site staffing, as administrative staff can maintain distancing requirements with individual office assignments.

Shared spaces

- Conference and meeting rooms will be closed until used as necessary to implement social distancing requirements for workstations.

- Shared office workstation spacing must be addressed in either space or time – or alternate work locations will be provided for staff who must be on site to conduct their work. Telecommuting will be highly encouraged for continuation until the “all clear” has been provide. PI’s should provide one week’s notice of intent for employees to return to facilitate coordination of options.

- Disinfection of restrooms will be done daily by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.

- Individuals need to be conscientious regarding impromptu “face to face” conversations in hallways.
CAHNRS COVID-19 - WSU Return to Worksite Plan

and stairwells that do not abide by social distancing guidelines or impede the flow of traffic.

- Rooms used for classes will continue to be closed unless utilized for re-locating individual workstations. This will be revisited as decisions regarding fall classes are finalized.
- Break Rooms will be open, but employees must follow social distancing guidance. Disinfection of these areas will be done daily by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.
- Copier room / copy machines will be disinfected daily by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.
- Mail, parcels, and samples will continue to be handled according to the current shipping and receiving protocol and employees should not interact with delivery drivers.

Travel

- Travel in vehicles will be limited to single occupancy unless an alternative is pre-authorized. Programs are responsible for disinfection of program vehicles and equipment before and after use. PIs are encouraged to keep disinfecting supplies in vehicles. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.
- Out of area / state travel (e.g. conferences, etc.) will continue to be discouraged until University guidance allows it. Individuals traveling out of area should plan for the potential need to self-isolate if CDC guidance requires it.

Non-employee access to campus / facilities to perform essential functions and activities

Contractors or other third parties working on WSU property shall adhere to State, County and local COVID-19 requirements to include, but not limited to, the following:

- Contractors shall establish a daily screening or attestation program ensuring personnel working on WSU property have not:
  - In the last 3 days experienced COVID-19 symptoms, not attributable to another health condition, and 10 days have passed since symptoms first appeared, and
  - In the last 14 days had close contact with someone suspected or confirmed having COVID-19.
- Contractor personnel shall maintain a 6-foot distance from WSU students, staff and visitors except for infrequent and intermittent passing.
- Contractor personnel shall adhere to COVID-19 signage and demarcation to the extent work tasks permit.

Disinfection

- WSU Prosser provides Alpha HP for disinfection of common surfaces and a 70% alcohol solution for electronic disinfection. Alpha HP is available from Facilities and spray bottles should be readily
CAHNRS COVID-19 - WSU Return to Worksite Plan

available for use. Follow instructions for disinfectant application. Note: 5-minute contact time for Alpha HP and 20 seconds contact time for 70% ethanol.

- Disinfect shared equipment surfaces such as conference room tables, door handles, tools, etc. before and after use. For non-electronic equipment, use Alpha HP, available in spray bottles.
- Disinfectant shared electronics such as the copy machine, conference room computer, etc. before and after use with a 70% alcohol solution available in spray bottles.
- Common touch surfaces in vehicles should be disinfected with Alpha HP prior to and after every use for vehicles used by multiple people throughout the day, or at least daily if used by one person. Common touch surfaces include the steering wheel, gear shift, hand applied emergency breaks, temperature control panel and door handles.

Personal Protective Equipment

- Maintaining a 6-foot distance between people protects against mucous membrane exposure to SARS CoV2, the virus causing COVID-19.
- The workplace hazard assessment identifies task specific PPE, hazard assessments are stored.
- When using disinfectants, use the PPE identified on the product Safety Data Sheet, for example:

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Note: Bleach may damage some surfaces; the provided Alpha HP common touch surface disinfectant is recommended.

- Respirators are not recommended; maintaining 6 feet between people supports respiratory protection. Cloth face coverings are not PPE and do not replace social distancing. They primarily protect others from sick or asymptomatic infected individuals.

Return to Work Reminder

Everyone entering the facility should give due consideration to the concerns of other employees and students at all times, noting that not everyone has the same degree of concern or anxiety about the situation.
This plan provides specific guidance regarding planning, considerations, and expectations regarding COVID-19 Exposure Control, Mitigation, and Recovery Plans for the Puyallup REC, including guidance regarding staged re-population of the REC for employees, student, cooperator / collaborator, service personnel, volunteer groups, and eventually the general public. All state, local health department, and University requirements and guidance supersede this plan. WSU’s comprehensive COVID-19 website is found at https://wsu.edu/covid-19/. This plan provides additional, local considerations focused on ensuring employee safety and health, as well as documenting our localized exposure control, mitigation and recovery plans and will be updated as required by state, local health department, and / or University guidance changes. Additional requirements or guidance and documented plans will be required for specific program or unit operations within the REC (e.g. Return to On-Site Research Guidance document from the WSU VPR’s office - https://research.wsu.edu/covid-19/).

Status of Campus / Facility closure

- REC operations remain open as appropriately determined by state, local, and University guidance, but the campus / facilities will remain closed (and locked) to the public until after all WSU employees and students are successfully reintegrated into the facilities.
- Student access (graduate and undergraduate) will follow University / College directives / guidance as well as specific local REC re-opening considerations.
- The Discovery Gardens will also remain closed to the public until the campus is “re-opened”. Master Gardener Volunteers must abide by directives and guidance from the WSU MG Program and WSU Extension leadership as well as accommodate prioritization of REC employee and student needs. Statewide Master Gardener Coordinator, Jennifer Marquis, is providing weekly directives and guidance to the Master Gardeners.
- There is Drive-by WiFi access in the West Kalkus Hall parking lot. Hours are limited to the main operating hours of campus (when gates are open). https://news.wsu.edu/2020/05/07/land-grant-mission-steers-wsus-drive-wi-fi-partnership/
- Non-employees may be admitted to the facility to perform approved services and activities provided they follow all appropriate state, local, and University COVID-19 policies and procedures and access is coordinated through the REC Director and Facility Manager. Guidance on this will be provided by EH&S and is included below.

Mandatory Employee Training:

- COVID-19 Education will continue to be required for personnel returning to work in the early phases as restrictions the State lifts restrictions. The trainings below, available through Human Resource Services Learning and Organizational Development website https://hrs.wsu.edu/training/ help to satisfy that requirement. Employees must log into their training account. If you have an employee required to take this training who does not have off site internet access or WSU email, please contact HRS Learning and Organizational Development (hrs.training@wsu.edu).
Sick or symptomatic employees:

- COVID-19 symptoms are being updated regularly by the CDC [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). Anyone who is symptomatic or who has been in direct contact with an individual who has tested positive for COVID-19 must stay home and is not allowed to enter the REC facilities. Employees should contact their medical provider for additional guidance. The CDC guidelines provides guidelines for what to do if you are symptomatic: [https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).

Daily employee attestation:

- **Note:** Anyone entering a WSU building/worksite must complete an attestation (employee, student, volunteer, visitor, vendor, service provider, etc.). Go to [https://attestation.wsu.edu/](https://attestation.wsu.edu/) and complete the appropriate form. Anyone unable to access the online attestations must complete and submit a paper attestation.

Employees working / returning to work in facilities / campus

- **Employees and students shall not be pressured, explicitly nor implicitly, to physically return to work to conduct research on-site. All personnel on site must have consented to do so. Questions can be directed to HRS, the Ombudsman, or the Graduate School as appropriate.**
- We need to continue to limit the number of employees working on site to those who most need to be in the facility for essential research activities and slowly increase overall employee capacity within the constraints of social distancing and our disinfection capabilities and supplies. This applies also to co-operators / collaborators or technicians coming to work on site.
- Thus, employee are expected to continue teleworking options as possible until indicated by WSU HRS. This includes full consideration for families with K-12 students, young children, or other family members under direct care until schools and other services are in operation and readily available as well as to accommodate on-site office / desk space management needs. At the point we are granted authorization to bring all employees back to the facility, the RECs will need to stage returns.
- Employees working / returning to work on site will follow all CDC guidance as recommended:
  - Research Programs must have an approved Return to On-Site Research Guidance document from the WSU VPR’s office - [https://research.wsu.edu/covid-19/](https://research.wsu.edu/covid-19/) posted on laboratory or main research program area doors.
  - PI’s are responsible for implementation of COVID-19 management plans for their employees and students.
  - PI’s / supervisors should notify the Director and Facility Manager at least one week prior to the expected date of return for employees, identifying anticipated spaces to be
CAHNRS COVID-19 - WSU Return to Worksite Plan

occupied and / or visited while on site so we can identify potential conflicts, create temporary desk assignments, and modify cleaning and disinfection plans.

- Programs should strategize options for staggered return of employees giving recognition that other programs are also bringing employees back that could create additional conflicts in shared spaces.
- Social Distancing of a minimum of 6 feet between people at all times is still required – including continuing to use technology-aided communication tools to communicate with others on site as appropriate. Any work space that cannot accommodate 6 foot social distancing needs to be addressed through reassigned work spaces or staggered work schedules.
- Cloth facial coverings (not PPE) are required to be worn by all employees, students, and visitors (e.g. collaborators, third party technicians) on campus unless a person is working alone in a closed space or in the field where an employee or student is working alone. More detail is available on the WSU EH&S website: https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/. The REC is providing up to three cloth facial coverings to employees for use. Cleaning and disinfecting of these facial coverings in the employee’s responsibility.
- Disinfection of personal work areas is the responsibility of employees. Programs should coordinate with the Facilities Manager regarding sourcing supplies of cleaning and disinfecting materials. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S. Individuals are highly discouraged from working in someone else’s assigned work station or using equipment assigned to individuals.

- Graduate students on an assistantship have dual roles as student trainees and employees, and as such are both subject to the same employee guidance (the same as faculty and staff) but also are subject to additional education-focused guidance from the Graduate School regarding access to facilities to maintain satisfactory progress relative to their student / trainee role (e.g. coursework, research credits, etc.). For purposes of this facility management plan, graduate students will be treated as employees except where specific guidance from the Graduate School takes precedence over existing guidance for employees. Additional guidance is provided by the Graduate School in a June 15, 2020 memo from Lisa Gloss (https://gradschool.wsu.edu/documents/2020/06/gradstudent-c_19-research-return-15june2020.pdf/).
- The majority of the admin/finance team will remain off site until all other employees and students have successfully returned to working in the facility to limit potential impacts on critical functions (payroll, grants processing, etc.).

Shared spaces

- We will be using conference and meeting rooms as necessary to implement social distancing requirements for work-stations.
- Shared office work-station spacing must be addressed in either space or time – or alternate work locations will be provided for staff who must be on site to conduct their work. Telecommuting will be highly encouraged for continuation until the “all clear” has been provide. PI’s should please provide one week’s notice of intent for employees to return to facilitate coordination of options.
- Restrooms will be single occupant use at one time. Disinfection of these areas will be done two times per day by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.
Individuals need to be conscientious regarding impromptu “face to face” conversations in hallways and stairwells that do not abide by social distancing guidelines or impede the flow of traffic.

Conference / classrooms / meeting rooms will continue to be closed unless utilized for re-locating individual workstations. This will be revisited as decisions regarding fall classes are finalized.

Break Rooms will be open – but employees must follow social distancing guidance. Disinfection of these areas will be done two times per day by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.

Copier room / copy machines will be disinfected two times per day by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.

Mail, parcels, and samples will continue to be handled according to the current shipping and receiving protocol and employees should not interact with delivery drivers or handle packages without instruction from appropriate administrative or facilities staff.

Travel

Travel in vehicles will be limited to Single Occupant Vehicles unless an alternative is pre-authorized. Programs are responsible for disinfection of program vehicles and equipment before and after use. REC facilities staff will disinfect motorpool vehicles and equipment on a periodic basis, but users should disinfect vehicles before or after use. Disinfecting supplies will be available near key storage, vehicle parking / check out areas, and fuel pumps. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.

Out of area / state travel (e.g. conferences, etc.) will continue to be discouraged until University guidance allows it. Individuals traveling out of area should plan for the potential need to self-isolate if CDC guidance requires it.

Non-employee access to campus / facilities to perform essential functions and activities

Contractors or other third parties working on WSU property shall adhere to State, County and local COVID-19 requirements to include, but not limited to the following:

Contractors shall establish a daily screening or attestation program ensuring personnel working on WSU property have not:
  o In the last 3 days experienced COVID-19 symptoms, not attributable to another health condition, and 10 days have passed since symptoms first appeared; and
  o In the last 14 days had close contact with someone suspected or confirmed having COVID-19.

Contractor personnel shall wear cloth facial coverings unless alone in a vehicle, room or jobsite, providing work tasks do not require respiratory protection.

Contractor personnel shall maintain 6 feet distance from WSU students, staff and visitors except for infrequent and intermittent passing.

Contractor personnel use elevators only when necessary e.g. to move materials and equipment, and limit occupancy to support 6 feet distancing.

Contractor personnel shall adhere to COVID-19 signage and demarcation to the extent work tasks permit.
Disinfection

- WSU provides Alpha HP for disinfection of common surfaces and a 70% alcohol solution for electronic disinfection. Alpha HP is available from Custodial Services and spray bottles should be readily available for use. Follow instructions [here](https://ehs.wsu.edu/public-health/disinfectant/) for disinfectant application. Note: 5 minute contact time for Alpha HP and 20 seconds contact time for 70% ethanol.
- Disinfect shared equipment surfaces such as conference room tables, door handles, tools, etc. **before and after use.** For non-electronic equipment, use Alpha HP, available in spray bottles.
- Disinfect shared electronics such as the copy machine, conference room computer, etc. **before and after use** with a 70% alcohol solution available in spray bottles.
- When you first use the vehicle and when you are done with for the day disinfect common touch surfaces in the vehicle, such as the steering wheel, gear shift, and door handles with Alpha HP. If multiple people are using the vehicle throughout the day, then it should be disinfected as you enter the vehicle and as you exit the vehicle.

Personal Protective Equipment

- Maintaining 6 feet distance between people protects against mucous membrane exposure to SARS CoV2, the virus causing COVID-19.
- The workplace hazard assessment identifies task specific PPE, hazard assessments are stored in Facility Manager office.
- When using disinfectants, use the PPE identified on the product Safety Data Sheet, for example:

<table>
<thead>
<tr>
<th>Product</th>
<th>Personal Protective Equipment (PPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha HP (diluted/ready to use product)</td>
<td>No PPE required</td>
</tr>
<tr>
<td>70% alcohol (30% water)</td>
<td>Avoid eye contact, safety glasses</td>
</tr>
<tr>
<td>1 to 10 dilution household bleach ~0.5% sodium hypochlorite</td>
<td>Safety glasses, nitrile or rubber gloves</td>
</tr>
</tbody>
</table>

Note: Bleach may damage some surfaces, the provided Alpha HP common touch surface disinfectant is recommended.
- Respirators are not recommended, maintaining 6 feet between people supports respiratory protection. Cloth face coverings are not PPE and do not replace social distancing. They primarily protect others from sick or asymptomatic infected individuals.

Return to Work Reminder

Everyone entering the facility should give due consideration to the concerns of other employees and students at all times, noting that not everyone has the same degree of concern or anxiety about the situation.
CAHNRS COVID-19 - WSU Return to Worksite Plan

Wenatchee TFREC Comprehensive COVID-19 Exposure Control, Mitigation, and Recovery Plan
8-24-20

This plan provides specific guidance regarding planning, considerations, and expectations regarding COVID-19 Exposure Control, Mitigation, and Recovery Plans for the Wenatchee TFREC, including guidance regarding staged re-population of the REC for employees, student, cooperator / collaborator, service personnel, volunteer groups, and eventually the general public. All state, local health department, and University requirements and guidance supersede this plan. WSU’s comprehensive COVID-19 website is found at https://wsu.edu/covid-19/. This plan provides additional, local considerations focused on ensuring employee safety and health, as well as documenting our localized exposure control, mitigation and recovery plans and will be updated as required by state, local health department, and / or University guidance changes. Additional requirements or guidance and documented plans will be required for specific program or unit operations within the REC (e.g. Return to On-Site Research Guidance document from the WSU VPR’s office - https://research.wsu.edu/covid-19/).

Everyone entering the facility should give due consideration to the concerns of other employees and students at all times, noting that not everyone has the same degree of concern or anxiety about the situation.

Status of Campus / Facility closure

- REC operations remain open as appropriately determined by state, local, and University guidance, but the campus / facilities will remain closed (and locked) to the public until after all WSU employees and students are successfully reintegrated into the facilities.
- Student access (graduate and undergraduate) will follow University / College directives / guidance as well as specific local REC re-opening considerations.
- Non-employees may be admitted to the facility to perform approved services and activities provided they follow all appropriate state, local, and University COVID-19 policies and procedures and access is coordinated through the REC Director and Facility Manager. Guidance on this will be provided by EH&S and is included below.
- Master Gardener Volunteers must abide by directives and guidance from the WSU MG Program and WSU Extension leadership. Statewide Master Gardener Coordinator, Jennifer Marquis, is providing weekly directives and guidance.

Mandatory Employee Training:

- COVID-19 Education will continue to be required for personnel returning to work in the early phases as restrictions the State lifts restrictions. The trainings below, available through Human Resource Services Learning and Organizational Development website https://hrs.wsu.edu/training/ help to satisfy that requirement. Employees must log into their training account. If you have an employee required to take this training who does not have off site internet access or WSU email, please contact HRS Learning and Organizational Development (hrs.training@wsu.edu). New employees without access to a training account can take the equivalent training on the CDC website.

WSU COVID-19 Safe Return to Work

Disinfecting the Workplace for COVID-19
CAHNRS COVID-19 - WSU Return to Worksite Plan

Alternatively, CDC trainings on “How it spreads” and “Protect Yourself” can be taken for non-employees or new employees without access to a training account. These trainings are not recorded and completion records must be maintained by the research leader and these need to be made available when requested.

Sick or symptomatic employees:

- COVID-19 symptoms are being updated regularly by the CDC (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). Anyone who is symptomatic or who has been in direct contact with an individual who has tested positive for COVID-19 must stay home and is not allowed to enter the REC facilities. Employees should contact their medical provider for additional guidance. The CDC guidelines provides guidelines for what to do if you are symptomatic: (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).

Daily employee attestation:

- Employees instructed to return to work on campus must conduct a Daily COVID-19 Self Attestation at https://attestation.wsu.edu/.
- Note: Anyone entering a WSU building/worksite must complete an attestation (employee, student, volunteer, visitor, vendor, service provider, etc.). Go to https://attestation.wsu.edu/ and complete the appropriate form. Anyone unable to access the online attestations must complete and submit a paper attestation.

Employees working / returning to work in facilities / campus

- Employees and students shall not be pressured, explicitly nor implicitly, to physically return to work to conduct research on-site. All personnel on site must have consented to do so. Questions can be directed to HRS, the Ombudsman, or the Graduate School as appropriate.
- We need to continue to limit the number of employees working on site to those who most need to be in the facility for essential research activities and slowly increase overall employee capacity within the constraints of social distancing and our disinfection capabilities and supplies. This applies also to co-operators / collaborators or technicians coming to work on site.
- Thus, employees are expected to continue teleworking options as possible until indicated by WSU HRS. This includes full consideration for families with K-12 students, young children, or other family members under direct care until schools and other services are in operation and readily available as well as to accommodate on-site office / desk space management needs. At the point we are granted authorization to bring all employees back to the facility, the RECs will need to stage returns.
- Employees working / returning to work on site will follow all CDC guidance as recommended:
  - Research Programs must have an approved Return to On-Site Research Guidance document from the WSU VPR’s office - https://research.wsu.edu/covid-19/ posted on laboratory or main research program area doors.
  - PI’s are responsible for implementation of COVID-19 management plans for their employees and students.
  - PI’s / supervisors should notify the Director and Facility Manager at least one week prior to the expected date of return for employees, identifying anticipated spaces to be occupied and / or visited while on site so we can identify potential conflicts, create temporary desk
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assignments, and modify cleaning and disinfection plans.

- Programs should strategize options for staggered return of employees giving recognition that other programs are also bringing employees back that could create additional conflicts in shared spaces.

- PI’s will coordinate use of shared labs with other users. Online booking will be facilitated.

- Social distancing of a minimum of 6 ft between people at all times is still required – including continuing to use technology-aided communication tools to communicate with others on site as appropriate. Any workspace that cannot accommodate 6 ft social distancing needs to be addressed through reassigned work spaces or staggered work schedules.

- Cloth facial coverings (not PPE) are required to be worn by all employees, students, and visitors (e.g. collaborators, third party technicians) on campus unless a person is working alone in a closed space or in the field where an employee or student is working well distanced from others. More detail is available on the WSU EH&S website: https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/. The REC is providing up to three cloth facial coverings to employees for use. Cleaning and disinfecting of these facial coverings is the employee’s responsibility.

- Disinfection of personal work areas is the responsibility of employees. Programs should coordinate with the Facilities Manager regarding sourcing supplies of cleaning and disinfecting materials. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.

- Graduate students on an assistantship have dual roles as student trainees and employees, and as such are both subject to the same employee guidance (the same as faculty and staff) but also are subject to additional education-focused guidance from the Graduate School regarding access to facilities to maintain satisfactory progress relative to their student / trainee role (e.g. coursework, research credits, etc.). For purposes of this facility management plan, graduate students will be treated as employees except where specific guidance from the Graduate School takes precedence over existing guidance for employees. Additional guidance is provided by the Graduate School in a June 15, 2020 memo from Lisa Gloss (https://gradschool.wsu.edu/documents/2020/06/gradstudent-c_19-research-return-15June2020.pdf/).

- The admin/finance team will continue to cycle manning the front office, and will remain teleworking until all other employees and students have successfully returned to working in the facility to limit potential impacts on critical functions (payroll, grants processing, etc.).

Shared spaces

- We will be using conference and meeting rooms as necessary to implement social distancing requirements for workstations.

- Shared office workstation spacing must be addressed in either space or time – or alternate work locations will be provided for staff who must be on site to conduct their work. Teleworking will be highly encouraged for continuation until the “all clear” has been given. PI’s should please provide one week’s notice of intent for employees to return to facilitate coordination of options.

- Single occupancy use of restrooms will be encouraged. Disinfection of these areas will be done twice per day by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.

- Individuals need to be conscientious regarding impromptu “face to face” conversations in hallways.
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and stairwells that do not abide by social distancing guidelines or impede the flow of traffic.

- Conference / classrooms / meeting rooms will continue to be closed unless utilized for re-locating individual workstations. This will be revisited as decisions regarding fall classes are finalized.
- Break Rooms will be open – but employees must follow social distancing guidance. Disinfection of these areas will be done twice per day by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.
- Copy machine will be disinfected twice per day by facilities staff. Disinfecting supplies will be available in common areas for individual use. Appropriate cleaning and disinfecting supplies must follow guidance from WSU EH&S.
- Mail, parcels, and samples will continue to be handled according to the current shipping and receiving protocol and employees should not interact with delivery drivers or handle packages without instruction from appropriate administrative or facilities staff.
- ‘Samples’ box is available outside the front door, clearly labeled with contact information and instructions. **Advance notification of drop-off recommended.** Back-yard samples will be referred to the County Extension Office.

Travel

- Travel in vehicles will be limited to Single Occupant Vehicles unless an alternative is pre-authorized. Programs are responsible for disinfection of program / motor pool vehicles and equipment before and after use. Programs will be responsible to ensure appropriate cleaning and disinfecting supplies are available (following guidance from WSU EH&S).
- Out of area / state travel (e.g. conferences, etc.) will continue to be discouraged until University guidance allows it. Individuals traveling out of area should plan for the potential need to self-isolate if CDC guidance requires it.

Non-employee access to campus / facilities to perform essential functions and activities

Contractors or other third parties working on WSU property shall adhere to State, County and local COVID-19 requirements to include, but not limited to the following:

- Contractors shall establish a daily screening or attestation program ensuring personnel working on WSU property have not:
  - In the last 3 days experienced COVID-19 symptoms, not attributable to another health condition, and 10 days have passed since symptoms first appeared.
  - In the last 14 days had close contact with someone suspected or confirmed to have COVID-19.
- Contractor personnel shall wear cloth facial coverings unless alone in a vehicle, room or jobsite, providing work tasks do not require respiratory protection.
- Contractor personnel shall maintain 6 ft distance from WSU students, staff and visitors except for infrequent and intermittent passing.
- Contractor personnel shall adhere to COVID-19 signage and demarcation to the extent work tasks permit.

Disinfection

- WSU Wenatchee provides disinfectant for common surfaces and a 70% alcohol solution for electronic disinfection. Disinfectant is available from Facilities and spray bottles should be
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readily available for use. Follow instructions (https://ehs.wsu.edu/public-health/disinfectant/) for disinfectant application.

- Disinfect shared equipment surfaces such as conference room tables, door handles, tools, etc. **before and after use.** For non-electronic equipment, use disinfectant, available in spray bottles.
- Disinfect shared electronics such as the copy machine, conference room computer, etc. **before and after use** with a 70% alcohol solution available in spray bottles.
- When you first use the vehicle and when you are done for the day, disinfect common touch surfaces in the vehicle, such as the steering wheel, gear shift, and door handles with disinfectant. If multiple people are using the vehicle throughout the day, then it should be disinfected as you enter and exit the vehicle.

**Personal Protective Equipment**

- Maintaining 6 ft distance between people protects against mucous membrane exposure to SARS CoV2, the virus causing COVID-19.
- The workplace hazard assessment identifies task specific PPE, hazard assessments are stored. https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/
- When using disinfectants, use the PPE identified on the product Safety Data Sheet, for example:

<table>
<thead>
<tr>
<th>Product</th>
<th>Personal Protective Equipment (PPE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disinfectant (brand may vary)</td>
<td>No PPE required</td>
</tr>
<tr>
<td>70% alcohol (30% water)</td>
<td>Avoid eye contact, safety glasses</td>
</tr>
<tr>
<td>1 to 10 dilution household bleach ~0.5% sodium hypochlorite</td>
<td>Safety glasses, nitrile or rubber gloves</td>
</tr>
</tbody>
</table>

Note: Bleach may damage some surfaces, the provided Alpha HP common touch surface disinfectant is recommended.

Respirators are not recommended, maintaining 6 ft between people supports respiratory protection. Cloth face coverings are not PPE and do not replace social distancing. They primarily protect others from sick or asymptomatic i
WSU follows local, state, and national public health authority directives (e.g., CDC, WA DOH, etc.) to protect the health and well-being of our faculty, students, staff and research collaborators. Contractors and third party personnel working on WSU property shall adhere to all Federal, State, and local COVID-19 related legal requirements (collectively the “Legal COVID-19 Requirements”) including, but not limited to Governor Inslee’s Proclamation 20-25.3, Safe Start Washington.

Please Note: Legal COVID-19 Requirements change regularly. Contractors and third party personnel should consult with the client if questions arise regarding current Legal COVID-19 Requirements.

Read these procedures and notify the person who is coordinating your visit that you understand and will comply.

Coronavirus transmission is most likely between people who are in close contact with one another (within ~6 feet). Infection can occur through respiratory droplets that are produced when an infected person coughs (primary source of infection), or potentially by touching a surface or object that has the virus on it (secondary source of infection). Droplets containing the virus can be taken up through the mouth, nose, eyes or inhaled into the lungs.

These safe operating procedures are intended to keep all of us safe from the Covid-19 virus while carrying out our work activities. In addition to the Legal COVID-19 Requirements, contractor and third party personnel agree to take the following WSU required COVID-19 precautions (collectively the WSU COVID-19 Requirements):

1) Contractor and third party personnel shall establish a (or use WSU’s at atestation.wsu.edu if a plan has not been established) daily screening or attestation program ensuring personnel working on WSU property have not:
   • Experienced COVID-19 symptoms, not attributable to another health condition, or
   • If personnel experienced COVID-19 symptoms, 3 days have passed since recovery defined as resolution of fever without fever reducing medications, AND, 10 days have passed since symptoms first appeared; and
   • In the last 14 days had close contact with someone suspected or confirmed having COVID-19. Close contact is defined as within 6 feet for more than 15 consecutive minutes.

2) Contractor and third party personnel shall wear cloth facial coverings unless alone in a vehicle, room or jobsite, providing work tasks do not require respiratory protection.

3) Contractor and third party personnel shall maintain 6 feet distance from WSU students, staff and visitors except for infrequent and intermittent passing.
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4) Contractor and third party personnel shall adhere to COVID-19 signage and demarcation to the extent work tasks permit.

In the event that there is a conflict between the WSU COVID-19 Requirements and the Legal COVID-19 Requirements, the Legal COVID-19 Requirements shall prevail; provided, however, that in the event that one of the requirements is more protective but does not conflict with the other requirement, than the more protective requirement will apply in addition to the less protective and/or restrictive requirement.

Contractor and third party personnel will document compliance with the WSU and Legal COVID-19 Requirements (e.g. maintaining records of daily health screenings). Upon request, contractor and third party personnel will certify to the Client that they are in compliance, or has complied during the term of this Agreement, with the WSU and/or Legal COVID-19 Requirements.
CHAPTER 5: CAHNRS UNIQUE WORKSITE PLANS

CAHNRS unique worksite plans are provided as separate individual attachments.

A. Children’s Center Return to Worksite Plan (Approved 7/9/20)
B. Ferdinand’s Return to Worksite Plan (In Review 7/29/20)
C. Farm Produce and Fruit Sales Worksites Plan
D. Consumer Food Safety Programming
E. EFNEP & SNAP-Ed Program Guidelines
F. Griot Garden Volunteer Policies and Procedures
G. Beach Watcher Program
H. WSU Master Gardener Program Re-Opening & Re-Engaging Plan
I. Master Gardener Demonstration Gardens
J. Washington State 4-H Re-Opening Plan & Training

CHAPTER 6: FUTURE POLICY AND PROCEDURE UPDATES (Dated)

A. COVID-19 Virus Reporting (from the Provost and Executive Vice President, 8/25/20)

COVID-19 Virus Reporting
Document Intended for Washington State University (WSU) Pullman Faculty and Staff Only
Updated: August 21, 2020

REQUIRED DAILY ATTESTATION AND COVID-19 SYMPTOMS

- WSU employees must complete a daily COVID-19 attestation prior to returning to a WSU work location.
- Supervisors must review the attestation report for their unit through myWSU to confirm completion.
- Common symptoms of COVID-19 include: fever, cough, and shortness of breath. Other symptoms may include chills, muscle pain, headache, sore throat, and new loss of taste or smell.

WSU PULLMAN FACULTY AND STAFF EXPERIENCING COVID-19 SYMPTOMS

1. Do not report to work (if at work, contact your supervisor or Human Resource Services, HRS Disability Services at hrs.disabilityservices@wsu.edu and indicate you are leaving work).
   a. Follow the departmental leave procedures to notify supervisor of needed leave.
   b. Employees are not required to disclose the specifics of a medical condition(s) when requesting needed leave.
2. Isolate yourself from others, maintain 6 feet of distance, and wear a mask.
3. Contact your Healthcare Provider in advance of your arrival to schedule a test.
4. Isolate until you receive the test results.
   a. If the test results are negative, adhere to the Health Care Provider’s recommendation, and return to work upon resolution of symptoms unless
b. If the test results are positive, continue isolation until fever free for 24 hours, and until the symptoms have gotten better, and until it has been 10 days since symptoms first appeared.

SUPERVISOR RESPONSIBILITY FOR REPORTING
1. Supervisors must regularly monitor the attestation report for their unit to confirm all on site employees have completed their attestation.
   a. Supervisors must follow up with employees who are expected to be on site, but have not completed their attestation.
2. If an employee provides notification that they are symptomatic for COVID-19, ensure the employee is separated from other employees and directed to self-isolate at home/location away from work site.
   a. The supervisor should refer the employee to HRS Disability Services (hrs.disabilityservices@wsu.edu).
      i. HRS Disability Services will provide the employee with information on leave options.
      ii. HRS Disability Services will work with the employee, COVID-19 Incident Commander, WSU Pullman Environmental Health and Safety, and/or other campus’ personnel as appropriate, to address or provide guidance on contact tracing and environmental cleaning.
3. If an employee provides notification that they are COVID-19 positive supervisors/departments are to contact Environmental Health and Safety (ehsweb@wsu.edu) regarding contact tracing and/or performing disinfecting protocols in accordance with CDC recommendations.

COVID-19 Virus Reporting
Document Intended for Washington State University (WSU) Pullman Faculty and Staff Only
Updated: August 20, 2020
Page 2 of 2

ADDITIONAL RESOURCES
- Human Resource Services’ COVID-19 Leave and Work Information
- Employees with concerns related to return to work, may complete the COVID-19 Return to Work Concerns form.

QUESTIONS
Questions regarding employee and supervisor COVID-19 reporting are to be directed to HRS Disability Services at hrs.disabilityservices@wsu.edu.
Chapter 6 – B. U-Pick Sales (Organic Farm, etc.)

U-Pick Sales

- Up to 10 customers at a time will be allowed to u-pick. U-pick produce will be pre-sold online and small groups or families will be scheduled for designated times to enter the field.
- Customers will be checked into field by one staff member. Customers will harvest the amount or number of crop that was pre-purchased. No tools will be allowed for customers use.
- Customers will be required to wear masks when entering the farm area and maintain a 6 foot distance between other customers.
- Customers can wait in their vehicles or a designated “waiting area” distanced from other customers.
- Guidelines follow the WA State Phase 2 and 3 Covid Agritourism Requirements

Customers are required to attest they are not experiencing COVID symptoms by going to https://attestation.wsu.edu/. There is an option for Student, Employee or Campus Visitor (includes volunteers).

One customer at a time will be allowed to approach the pick-up table to pay and pick up honey.

Honey will be pre-sold online, but need to be paid upon pick-up with check, cash, or credit card.

Customers will receive the amount that was pre-ordered.

Customers will be required to wear masks upon leaving vehicle and walking up to the pick-up booth. Customers will also maintain a 6-foot distance between other customers.

Customers can wait in their vehicles or a designated “waiting area” distanced from other customers if a line were to form. Waiting areas will be set up for six feet physical distancing, with appropriate signage and spacing markers.

Customers can drive up and remain in their vehicle to pick up honey.

Persons working for honey sales will wear face masks and will sanitize hands before handing over honey jars and after receiving payment.

The honey sale booth will have hand sanitizer available for staff and customers.

Guidelines follow the WA State Phase 2 and 3 Covid Agritourism Requirements.


Staff will disinfect check-out counters and payment touchpads at least every hour.